

**DEPARTMENT OF ENERGY
ASSISTANT MANAGER, OFFICE OF THE NATIONAL TRU PROGRAM, EJ-0340-IV
OFFICE OF ENVIRONMENTAL MANAGEMENT
CARLSBAD FIELD OFFICE
CARLSBAD, NEW MEXICO**

POSITION DESCRIPTION

I. INTRODUCTION:

The Department of Energy (DOE), Carlsbad Field Office (CBFO) is responsible for managing, planning, integrating, and implementing National Transuranic (TRU) Waste Program (NTWP) activities at DOE facilities throughout the United States. The CBFO directs all activities related to the characterization, treatment, measurement, packaging, and transport of TRU and TRU-mixed wastes at the waste generator and interim storage sites, as well as disposal of TRU and TRU-mixed wastes at the Waste Isolation Pilot Plant (WIPP), at a first-of-a-kind TRU and TRU-mixed waste disposal facility. The WIPP is a government-owned and contractor-operated facility that is constructed on DOE property near Carlsbad, New Mexico; the disposal facility has been mined in a deep underground salt formation. This plant is the Nation's only mined geologic repository for the permanent disposal of defense-generated transuranic waste.

WIPP has been certified for radioactive waste disposal operations by the U.S. Environmental Protection Agency (EPA) and permitted for the disposal of radioactive hazardous waste by the New Mexico Environment Department in accordance with the requirements of the Resource Conservation and Recovery Act (RCRA). The program is highly visible throughout the DOE and Federal government. The success of the WIPP is critical to the accomplishment of DOE's National TRU management mission and objectives. The CBFO provides TRU waste management guidance by working with the TRU waste storage/generator sites to identify programmatic needs, and by integrating schedules, and priorities among the TRU waste generator and interim storage sites. The CBFO also manages the TRU waste transportation program requirements and TRU waste disposal operations at the WIPP.

The CBFO has a priority to ensure that operations at the TRU waste generator and interim storage sites and at the WIPP are conducted in a manner that ensures the safety of workers and the public, the protection of the environment, and compliance with applicable requirements. The CBFO is responsible for: (1) certifying TRU waste characterization programs at generator and interim storage sites; (2) ensuring that TRU waste characterization activities meet applicable requirements; (3) directing the TRU waste transportation, packaging, and container development and implementation programs; (4) directing and managing the DOE institutional programs for TRU waste, which include the State and Tribal Education Program and intergovernmental institutional programs; (5) directing the DOE's National Laboratories' TRU waste programs that are conducted in support of the WIPP and the DOE's NTWP; (6) providing guidance, direction, and evaluation of Management and Operating Contractor (M&OC) and the CBFO Technical Assistance Contractor's support and assistance to the DOE's NTWP; (7) providing independent regulatory reviews to assess WIPP operations and determine their compliance with all applicable requirements; (8) developing and implementing programs that provide for meaningful stakeholder involvement in the DOE decision-making process; and (9) integrating and coordinating program and budget development for the NTWP. The CBFO performs these responsibilities under the Office of the National TRU Program (NTP)

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The primary purpose of this position is to serve as the Assistant Manager of the Office of the NTP and as the senior CBFO management official responsible for compliance and programmatic mission to reduce national risk by safely, effectively and securely packaging, certifying and transporting compliant TRU waste from generator sites around the country and permanently emplacing it in a deep geologic repository (WIPP). The NTP is the overall owner and integrator of the National TRU Program including its national and international integration. Responsibilities will primarily be performed through government prime contracts and cooperative agreements, which include planning, scheduling, integrating, and executing mission scope.

The incumbent is to manage NTP specific program elements related to operations and safety for project activities, facilities and operations. Additionally, the incumbent is responsible for federal oversight of all portions of the project and operations of NTP and NTP contractors.

In this assignment, the incumbent reports to the Deputy Manager for CBFO. The Assistant Manager of the NTP is responsible for assuring that the operational aspects of the CBFO and NTP mission are executed in a safe, compliant, and effective manner. NTP provides, manages, and integrates the operational management systems needed to facilitate achievement of the accelerated EM Cleanup Mission.

These duties are conducted in highly complex, unique facilities whose hazards to workers, the public, and the environment are non-routine and where potentially harmful consequences are significant, in an accelerated, high visibility, first-of-a-kind government initiative, with strict reporting and compliance requirements.

II. MAJOR DUTIES AND RESPONSIBILITIES:

Plans, directs and manages the Office of the National TRU Program (NTP). Draws on the knowledge of organizational management and development to align ongoing activities with short- and long-term organizational goals and objectives. Directs a broad program which includes the leadership of an interdisciplinary group of scientists, engineers and other professionals and support staff. The incumbent uses a variety of programmatic and oversight techniques in accomplishing the assigned duties. Develops, manages and coordinates the CH and RH site certification programs to ensure consistent and compliant approaches. Develops, manages and implements the CBFO central characterization program to ensure compliance with appropriate requirements. Develops, manages and implements programs and processes to verify and ensure certification of TRU waste at DOE sites. Develops, manages and implements programs and processes to verify and ensure compliance with the safety analysis for each of the waste packages. Develops, manages and implements processes to ensure that the logistics of package development and shipping TRU waste is coordinated across the DOE complex. Oversees the effective and efficient delivery of TRU packages, both empty and full. Develops and implements programs to procure packaging and ensure appropriate package maintenance is performed. Plans, coordinates and negotiates shipping corridors and interfaces with the Office of the Governor or each state and related governmental organizations along the shipping routes. Develops a program and coordinates national and international technology transfer activities. The principal oversight technique will be to oversee the contractor through the selective review, surveillance and operational awareness of contractor

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systems and self-assessment functions to address all organizations, facilities and program elements. This oversight will include: the sufficiency of emphasis; the frequency, breadth and depth of self-assessment; the degree of rigor applied; the involvement of line management; the sufficiency of technical expertise applied; the number and nature of findings; and, the adequacy and effectiveness of causal analysis and corrective actions. Performance metrics and benchmarks, including contractor reporting and trending information, will also be used to determine the effectiveness of the contractor in identifying performance issues, causal factors and trends. Selective assessments may be conducted to determine the system conformity and implementation. Assessments may be conducted by CBFO staff or in conjunction with subject matter experts and functional area managers. Independent assessments may also be used. For cause reviews may be performed when it is determined that contractor performance is ineffective in identifying and resolving problems or when performance trends and events are unfavorable.

The incumbent administratively manages a multi-function staff. He or she plans work to be accomplished by subordinates, sets and adjusts both short and long-range priorities, and prepares objectives and schedules to ensure the completion of the work; establishes performance standards, evaluates work performance, and rates performance; makes recommendations for awards, assures equity of performance standards among subordinates and equity in the application of those standards. As the supervisor, provides advice, counsel, or instruction to employees. Interviews candidates for positions and makes selections for subordinate positions. Hears and resolves complaints from employees, including group grievances and serious employee complaints. Has the authority to discipline employees, including warnings, reprimands, and suspensions. Identifies developmental and training needs of employees; provides or arranges for needed development and training, and makes decisions on non-routine, costly, or controversial training needs or training requests. The incumbent approves within grade increases, overtime, employee travel, etc. He or she exercises significant responsibilities in dealing with the other division chiefs in WTP as well as throughout RL and ORP. Utilizes appropriate position management techniques to best use the staff available. The incumbent is responsible for the application and promotion of the EEO Program and Affirmative Action Plans; ensures that support for EEO and Affirmative Action policy is understood and followed by subordinates. In cooperation with other directors, supervisors and team leaders, continuously seeks ways to eliminate or reduce significant bottlenecks and barriers to production, promoting effective team relationships and improved business practices.

Serves as a CBFO National TRU Program (NTP) and National Transuranic (TRU) Waste Program (NTWP) expert. Speaks authoritatively and provides technical advice to federal and contractor personnel on TRU waste issues. Furnishes technical expertise in appraising project performance and provides guidance to management for effective problem resolution. Develops interfaces with other CBFO organizations, DOE HQ, other DOE offices and contractors to enhance communications. Plans and conducts appraisals and surveillances of contractor performance to determine adequacy and to provide recommendations for process improvements. Attend meetings, seminars, and workshops to ensure understanding of Project performance issues. Institutes or recommends technical and cost-saving improvements and actions as appropriate to ensure a timely and high quality product. Plans and initiates action to obtain effective use of resources and to ensure completion of programs and projects as contracted, scheduled, scoped, and funded. Routinely monitors contractor performance at plan-of-the-day meetings, pre-evolution briefings, evolutions in progress, and post evolution

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reviews. Plans and conducts appraisals and surveillances of contractor performance on the Project to determine adequacy and to provide recommendations for improvement including assurance of line management implementation of ESH&Q policies. Provide review, analysis, and evaluation of project proposals, conceptual designs, project management plans, for design and construction phases of projects. Monitors Project production schedules and determines need for CBFO intervention to ensure timely completion. Reviews, evaluates, and otherwise keeps updated on contractor activities with regard to safe and efficient operation through personal contact with responsible contractor personnel. Coordinate the timely review, resolution, and dissemination of significant issues and accomplishments. Coordinates actions with other affected or interested parties, defends and justifies recommendations and settles issues of a significant nature with a wide range of diverse groups.

Participate with the other Assistant Managers in establishing, implementing, and refining necessary planning and control mechanisms to assure effective and efficient use of federal and contractor personnel, facilities, and other resources from an operations perspective. Participates in the development of specific goals to which the contractor must perform. Takes required action through meetings, written communications, or other appropriate means to assure that sound management principles are applied.

Approximately 20 percent of CBFO's activities and programs are implemented at off-site TRU and TRU-mixed waste generator and interim storage sites and the five small quantity waste generator sites located across the United States. This requires continuous coordination with senior TRU waste managers at each site, along with the integration of schedules for each site for the characterization, packaging, and certification of TRU waste into the integrated program summary schedules. The integrated summary schedule provides the linkage and logic for achieving compliance with applicable requirements and delivery of TRU and TRU-mixed waste to the WIPP for disposal.

Conducts briefings for local, state, and federal officials on NTWP issues as requested by the CBFO Manager and Deputy Manager.

Performs other duties as assigned

III. KNOWLEDGE REQUIREMENTS:

Expert knowledge of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness sufficient to manage major programs and projects.

Knowledge of the environmental safety health and quality programs, principles, concepts, and methodologies sufficient to plan, manage, guide, and advise on technical safety requirements, and associated conduct of operations functions.

In-depth knowledge of existing and proposed environmental Federal legislation, policies, and guidelines including RCRA, DOE regulations, and other DOE orders and site requirements as they apply to environmental safety sufficient to ensure safe operations and regulatory requirements are met.

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Ability to manage resource requirements, develop schedules and milestones, apply fiscal and administrative policies, procedures, and practices sufficient to manage technical programs.

Comprehensive knowledge of the principles and techniques for scheduling, planning, and budgeting a complex technical program over a multi-year time frame.

Ability to communicate orally and in writing sufficient to make clear and convincing presentations sufficient to advocate, defend, clarify, negotiate and justify recommendations and provide expert advice.

IV. SCOPE AND EFFECT OF WORK:

The purpose of this position is to serve as the Assistant Manager of the Office of the NTP and as the senior CBFO management official responsible for compliance and programmatic mission to reduce national risk by safely, effectively and securely packaging, certifying and transporting compliant TRU waste from generator sites around the country and permanently emplacing it in a deep geologic repository (WIPP). Often serving as a consultant or coordinator, the employee provides expert advice and guidance to officials, and managers within and outside of CBFO and DOE, covering a broad range of complex and critical activities.

The work performed by the incumbent impacts the National Transuranic Waste Program, which has implications for DOE, NNSA and DoD. The incumbent encounters an extremely high degree of uncertainty in on-going programs and is required to develop new management systems and operational assumptions to meet current or evolving missions. The issues involved may have adverse regional and national political and environmental impact if not resolved expeditiously and in a manner that protects the interests of CBFO specifically and the DOE in general. The incumbent's responsibilities require an unusually high degree of originality and resourcefulness in successfully orchestrating the accomplishment of the goals and objectives of the CBFO and DOE's. Successful work performance ensures that the assigned project(s) meet DOE goals.

Results of the efforts affect the work of other nuclear waste management experts both within and outside the agency and the development of major aspects of agency environmental management programs related to the disposal, transportation and storage of transuranic and transuranic-mixed nuclear waste.

Personal contacts include a variety of officials, managers, professionals or executives within DOE, contractors, other agencies (e.g., DoD, EPA), the Defense Nuclear Facilities Safety Board, New Mexico Environmental Department, other state agencies, Congressional offices, outside organizations (e.g., National Academy of Science, tribal organizations) and private industry. Contacts are often unstructured or undefined in advance. A high degree of diplomacy and tact are required for satisfactory resolution of controversial matters.

Purpose of contacts are to present, defend, justify, and negotiate diverse, often controversial, issues in order to achieve a common understanding of the problem, develop suitable alternatives, and

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arrive at a solution representing the interests of DOE and CBFO. A high degree of expertise and judgment is required to convince professional, technical, and other experts of the need for action. Active participation, as a representative of the CBFO, is required in conferences, negotiations and meetings, which will require obtaining acceptance of the CBFO programs, new approaches, changes, or new developments. Active participation is also required on departmental or interagency committees or task forces.

V. RESPONSIBILITY FOR THE WORK OF OTHERS:

The incumbent serves as the Assistant Manager of NTP, providing managerial and administrative direction and guidance to a staff responsible for oversight and management, transportation and disposal of TRU waste at the WIPP facility. The incumbent administratively manages a multi-function staff. He or she plans work to be accomplished by subordinates, sets and adjusts both short and long-range priorities, and prepares objectives and schedules to ensure the completion of the work; establishes performance standards, evaluates work performance, and rates performance; makes recommendations for awards, assures equity of performance standards among subordinates and equity in the application of those standards. As the supervisor, provides advice, counsel, or instruction to employees. Interviews candidates for positions and makes selections for subordinate positions. Hears and resolves complaints from employees, including group grievances and serious employee complaints. Has the authority to discipline employees, including warnings, reprimands, and suspensions. Identifies developmental and training needs of employees; provides or arranges for needed development and training, and makes decisions on non-routine, costly, or controversial training needs or training requests. The incumbent approves within grade increases, overtime, employee travel, etc. He or she exercises significant responsibilities in dealing with the other division chiefs in WTP as well as throughout RL and ORP. Utilizes appropriate position management techniques to best use the staff available. The incumbent is responsible for the application and promotion of the EEO Program and Affirmative Action Plans; ensures that support for EEO and Affirmative Action policy is understood and followed by subordinates. In cooperation with other directors, supervisors and team leaders, continuously seeks ways to eliminate or reduce significant bottlenecks and barriers to production, promoting effective team relationships and improved business practices.

The incumbent directly supervises two GS-15 supervisors. The position performs independently as a senior level DOE spokesperson and decision-maker, with the authority to make DOE commitments in functional activity areas that fall under the purview of the NTP.

VI. SUPERVISION AND GUIDANCE RECEIVED:

Incumbent is under the administrative supervision of the Deputy Manager for CBFO (an SES position), who makes assignments in terms of broad policy, program objectives, and resource limitations. Incumbent works independently. Recommendations and decisions are accepted as authoritative. Completed work is reviewed primarily in terms of attainment of broad objectives, impact on EM programs, and conformance with overall Departmental policy.